

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Fire Equipment Mechanic	
		Division and/or Subdivision Butte Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Oroville	
		Class Title of Position Heavy Equipment Mechanic (HEM)	
		Position Number 541-211-6834-604	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	Under the direction and supervision of the Butte Unit Forestry Equipment Manager (FEM1), the HEM will perform vehicle maintenance and repair as outlined below: * Perform repairs to fire apparatus, including rated fire engines, fast attack engines, rural fire tankers and administrative vehicles. *Mechanical duties would involve diagnosis and tune-up work on diesel and gasoline engines, reline and perform brake repairs on vehicles with both air and hydraulic brakes, repair and overhaul fire pumps and other general mechanical repairs to fire apparatus. As part of a duty rotation, some repairs will be made on an emergency basis after hours and on weekends.		
35%	*Perform preventive maintenance inspections and corrective work on heavy fire apparatus on a scheduled routine basis. Preventive maintenance is to be done as outlined in Department of Forestry Handbook 6700/6800 and Pamphlet 6805.		
10%	*Provide technical directions and guidance to other personnel performing preventive maintenance and other mechanical repair work. Instruct and supervises Heavy Fire Equipment Operators and other personnel assigned to assist with mechanical repairs.		
5%	Prepare and complete Shop Work Orders as required to properly report engine repair work performed. Also, complete Faulty Equipment Reports and other detailed reports as necessary. Ensure all required paperwork management and documentation is completed prior to releasing a vehicle to the field. Receive specialized training in fire apparatus repair and maintenance as required to become proficient in this position. Assist in presenting training to fire control personnel on apparatus care and maintenance.		
<p style="text-align: center;">Job Qualifications/Conditions of Employment</p> Incumbent is required to obtain a California Department of Motor Vehicles (DMV) Class A or B Commercial Driver License with a tank (N) endorsement, passenger (P) endorsement, and no restriction for air brakes or standard transmission during the 6 (six) month probationary period as a condition of employment. Candidate must pass a pre-employment medical evaluation, drug pre-screen test, and be enrolled in the Federal Department of Transportation random pull program.			
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.			
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	